

# SHSU International Travel Handbook

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SHSU faculty, staff, and students who travel for university purposes or on a university sponsored trip outside of the United States, are required to have prior approval from the individual's Divisional Vice President, International Programs, and Risk Management. Travel to Canada and to U.S. Territories are considered international travel. All international travel must adhere to the mission of the university and provide benefit to the State of Texas. Travelers are required to sign the appropriate SHSU International Travel Release, Hold Harmless and Indemnity Agreement.

If a country is under a travel warning, there is a possibility that a waiver can be accepted for faculty or staff. It is not automatic. The University will not approve any student travel to a country that currently has a level 3 or 4 Travel Advisory. No waiver is acceptable for student travel to a country with a travel warning.

\*Travel to Mexico will be approved on a state by state basis

## III. Instructions for Creating the Travel Pre-Approval:

1. **Create** Pre-Approval in Chrome River- 45 days prior to travel dates

When submitting a Pre-Approval, the following documentation must be attached to report in Chrome River:

- **The Traveler's Emergency Contact Form, appended to this document at pg. 13**
- **The Traveler's Tentative Itinerary Form, appended to this document at pg. 11**
- The Traveler signs and attaches the appropriate **Release Agreement** to the Pre-Approval.
- Students accompanying an SHSU employee must submit a **Traveler's Emergency**

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- If Risk Management advises traveler to purchase additional insurance, the expense will be an allowable departmental expense. Traveler must provide receipt of payment and documentation from Risk Management of recommendation.

#### IV. Risk Mitigation

All SHSU faculty, staff, and students traveling for university purposes or on a sponsored trip, outside of the United States, must agree to and abide by the following to mitigate risk:

- Review recommended travel sites to make an informed decision regarding safety and the risks.
- Submit all required documents (itinerary, waiver and emergency contact).
- Sign up for [The Smart Traveler Enrollment Program \(STEP\)](#) located on the U.S Department of State website. This is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Enrollees receive important information from the Embassy about safety conditions in the destination country, and enrollment may help the U.S. Embassy, family and friends contact the traveler in an emergency.
- If traveling to high risk countries as indicated on the U.S. Department of State website under ["Travel Advisories"](#) page, additional insurance coverage may be required for each person traveling. Contact Risk Management for additional information as proof of required insurance must be attached with travel requisition.
- Review and understand SHSU Export Control's compliance guidelines which can be viewed on the [SHSU Export Controls Website](#).
- Review all Travel Advisories for U.S. citizens on [U.S. Department of State Travel.State.Gov Website](#) and register with the University's current international travel insurance program, ACE Group, at [ACE Group Travel App](#), policy number PHFD38557129 and/or review information for Travel Assistance Partner International SOS (iSOS) at [www.internationalsos.com](#) using your ID membership number provided when travel is approved by Risk Management.

**Risk Notification Statement- It is important that you understand and carefully consider the following risks:**

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency, flights may be suspended, and other departure or shelter options may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, Sam Houston State University representatives may not be in a position to provide emergency assistance to you.
- Participation in travel to a Restricted Region has inherent risks, which may include

kidnapping or death. These risks can never be completely eliminated.

- Risks of travel to your destination, may include (but are not limited to) dangers to health

## VI. EMERGENCY RESPONSE PLAN DEVELOPMENT GUIDELINES

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(Develop your own country specific procedures relevant to your travel, see examples below):

- Passport and visas
  - Identify your emergency contact and have them keep photocopies of these documents
- Emergency contacts
  - Establish a regular communication plan and a contingency plan if communications fail.
- Financial contingency procedures for emergency needs
- Crime
  - Determine country specific process for handling anticipated types of crimes
  - In-country emergency contact information
- Weather-related emergencies
  - Be prepared for anticipated country-specific types of weather emergencies
- Transportation accidents or breakdown
  - Determine emergency contacts and procedures based on the applicable transportation methods
- Loss or damage to University property:
  - Contact University Police or the Office of Environmental Health, Safety & Risk Management for further direction
  - If critical to trip, determine ability to replace and how soon
- Loss or damage to personal property of participant
  - If critical to trip, determine ability to replace and how soon (note, University's insurance does not cover personal property)
- Behavioral and medical issues
  - Determine appropriate country-specific procedures for behavioral and medical issues

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## VII. Travel Forms

**SAM HOUSTON STATE UNIVERSITY  
INTERNATIONAL TRAVEL RELEASE, HOLD HARMLESS, AND  
INDEMNITY AGREEMENT TRAVEL TO COUNTRIES WITH NO TRAVEL ADVISORIES**

I, \_\_\_\_\_, voluntarily choose to participate in the Sam Houston State University Program in \_\_\_\_\_ (“Program”). In consideration for Sam Houston State University’s (“SHSU”) facilitating the Program, I (for myself, my heirs, executors and administrators) **HEREBY RELEASE, HOLD HARMLESS, DISCHARGE, AND OTHERWISE AGREE TO INDEMNIFY SHSU, the Texas State University System, their regents, employees, agents, and volunteers (“the Released Parties”) from and for any claims, demands, liability, lawsuits, injuries (including death), property damage, attorney’s fees, expenses, costs, causes of action, judgments, or awards of any kind or character (“Loss”) that may accrue, arise, or otherwise exist because of my travel and participation in the Program.** I intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) I may assert a claim, lawsuit, or cause of action. I understand and agree that this **RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS ME TO INDEMNIFY** (i.e., reimburse the Released Parties for any Lo





## TRAVELER'S TENTATIVE ITINERARY REQUIREMENTS

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### HOTEL

- Hotel address and phone #
- Hotel Confirmation #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

### FLIGHTS

- Passenger full names as listed on passports
- Flight numbers, dates & times
- Frequent flier program #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

### TRAINS

- Passenger full names as listed on passports
- Train dates & times
- Train numbers
- Frequent traveler program #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

### BUSES

- Passenger full names are listed on passports
- Bus dates & times
- Bus numbers or route names
- Frequent traveler program #
- Amount paid for tickets ahead of time and any receipts or confirmations received
- Name of travel agent / booking agent / website source of booking (i.e. expedia.com, hotels.com, etc.)

### TOURS

## TRAVELER'S TENTATIVE ITINERARY

**Tentative Daily Itinerary:**

Click here to enter text.

\*\*\*Please attach blank sheet if more space is needed\*\*\*

## TRAVELER'S EMERGENCY CONTACT INFORMATION FORM

Provide information for US emergency contact for use in the event of an emergency or crisis while abroad.

Emergency Contact Name: \_\_\_\_\_

Relationship to Traveler: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Please attach emergency contact information, applicable waiver(s), and itinerary to Travel Pre